**District Technology Planning Process**

To be eligible for E-rate and Telecommunications/Internet Access Equity Aid, districts must have an approved technology plan on file with the Minnesota Department of Education (MDE). Submitted plans will be posted to the MDE website.  Plans must include the following four components:   
1) Technology Needs Assessment  
2) Goals and Strategies  
3) Professional Development Plan  
4) Evaluation

They should include links to locally developed supporting documentation such as district planning documents, survey instruments, etc., as appropriate. District technology specialists serving on the Minnesota Education Technology Taskforce (METT) have developed tools outlined below to support district planning in each of the four required plan components.

1. **Technology Needs Assessment**  
   Two surveys **-** the Technology Instructional Practices Survey and the Technology Infrastructure Inventory, should be used in conducting a needs assessment. The Technology Instructional Practices Survey will provide information about how best practices in technology are embedded into daily classroom instruction. It is intended to be taken by classroom teachers. The second survey, the Technology Infrastructure Inventory, should be completed by district technology coordinators and focus on the adequacy of local technology infrastructure.
2. **Goals and Strategies**  
   Districts should use the results from each survey to create data**-**driven goals and strategies in their technology plans.
3. **Professional Development**  
   A Professional Development Plan should be developed incorporating the data**-**driven goals and strategies that have been identified and established based on survey results.
4. **Evaluation Plan**  
   To complete the Technology Needs Assessment, districts must develop an Evaluation Plan to ensure that the professional development plan is effective and reflects the needs of the district and its teachers.